



Acceptance & Refusal of Authorisations

POLICY STATEMENT:

Lake Mac Newy OOSH will request authorisation from families when required to ensure the safety of the children and educators and may refuse a request unless the appropriate authorisation is provided. For example, suppose a child is to attend an extra-curricular activity for which authorisation is required, but has not been given. In that case, this will result in the child not being able to participate in the activity. Preferably, authorisation is required in written format. However, in some circumstances, the educator's discretion may be used, such as email.

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from families in certain situations. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from families may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, soccer dance, drama, etc. that is run by a provider other than the OOSH service.

PROCEDURE:

The Nominated Supervisor, or the person in day-to-day charge of the service will:

- Ensure documentation relating to authorisation (permission) from families contains:
 - The name of the child enrolled in the service;
 - The date;
 - The phone number for each authorised person;
 - Signature of the child's parent/guardian or nominated person who is on the enrolment form;
 - The approximate time the child will leave the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable) with an authorised person dropping them back to the service. In the case where the child does not return after any extra-curricular activities, the service will acknowledge the child will not be returning for the remainder of the day.
 - The original form/letter provided by the service.
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations in the child's enrolment record.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult.
- Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot



collect the child.

- In certain circumstances verbal authorisation, may be accepted at the discretion of the Responsible Person on duty. This would be relevant in situations where there has been an emergency and no one from the child's authorised list is able to collect the child. An email or text message is suitable as written authorisation following any verbal authorisation. If a text message is received educator must make a copy of the authorised text and place the copy in the child's file ie. Enrolment form.
- Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma. The service can administer medication without authorisation in these cases, provided they contact the family and emergency services as soon as practicable after the medication has been administered.

REFUSAL OF AUTHORISATIONS:

All incomplete or incorrectly recorded authorisations are to be returned to the parent or guardian for required adjustments. Written or verbal authorisation may be refused if the authorisation does not comply with National Regulations or Child Protection Legislation. The approved provider or nominated supervisor will inform the parent or guardian the reason why the written or verbal authorisation does not meet National Regulations or policy procedures.

The parent or guardian will be provided a copy of this *Acceptance and Refusal of Authorisation Policy* and procedure. Management will discuss an alternative arrangement with the family following the refusal of authorisation. If the Service refuses an authorisation, it is best practice to document details surrounding the refusal (See *Refusal of Authorisation Record*).

Examples of when an authorisation may be refused include:

- requests relating to dietary restrictions that are not related to medical reasons
- an authorised person collecting the child appears to be under the influence of drugs or alcohol
- the authorisation breaches a parenting order
- the authorisation breaches a service policy (person under the age of 16 collecting a child)
- medication to be provided to a child that is not in the original container or prescribed to the child or other breach of the *Administration of Medication Policy*
- a breach of *Excursion/Incursion Policy* where the person providing consent for the excursion is not listed as a parent/guardian or authorised nominee on the enrolment form



CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
S165, 167, 170, 171 R93, 99, 102, 123, 158, 160	Standard 2.1 and 2.2 Elements 2.1.2 and 2.2.1 Child Safe Standards 1,3,5,7,10	<ul style="list-style-type: none"> - Parent Handbook - Staff Handbook - Enrolment and Orientation Policy - Administration of Medication Policy - Providing a Child Safe - Environment Policy - Supervision Policy - Delivery and Collection of Children Policy - Excursion Policy - Child Protection Policy 	<ul style="list-style-type: none"> -My Time, Our Place. -Authorisation details on Enrolment Forms. -Attendance Records. -Medication Authorisation records. -Service newsletters/ parent notices.

ENDORSEMENT BY THE SERVICE:

<p>Approval date: February 2025</p> <p>Date for review: February 2026</p>
